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30 November 1960

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MEMORANDUM FOR: Deputy Director of Central Intelligence

THROUGH : Deputy Director (support)

SUBJECT : Reinvestigation of Employees

1. This memorandum contains a recommendation submitted for your approval. Such recommendation is contained in paragraph 4.

2. Pursuant to your instructions, the following plan is proposed<sup>25X1A</sup> for the reinvestigation of Staff employees, assignees to Staff positions, Staff Agents, and consultants, at intervals of approximately [REDACTED]

25X1A

a. Revise Regulation [REDACTED] to provide the basis for the reinvestigation program (Tab A).

25X9A2

b. Schedule [REDACTED] cases per month in order to complete the reinvestigation program within a [REDACTED] period. Selections will be made by entrance on duty date--oldest cases first.

25X1A

c. Advise the employee upon designation of his case for reinvestigation by form memorandum (Tab B) that he will soon be reinvestigated under the Agency's reinvestigation program, and that he will be asked to take a limited polygraph examination, to fill in an abbreviated Personal History Statement (Tab C), and to execute a current Appendix I. The spouse will also be asked to execute the Appendix I. Consultants will be advised by a separate, appropriate memorandum.

d. Review each employee's security file. The review will encompass an inventory of necessary security documents, consider the Agency which conducted the original investigation, the scope of investigation, any derogatory information, cover (present and past), and information available concerning the spouse and relatives. Based upon this review, a determination will be made as to the extent of reinvestigation to be conducted.

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e. Investigation may include full field coverage subsequent to the last investigation consistent with the cover history of the case. However, normal reinvestigation will consist of the following: 25X1A



25X1C

f. The Director of Personnel, Director of Training, and the Chief, Medical Staff, will be furnished lists containing the names of employees on whom reinvestigations are initiated. They will be requested to review their files and furnish to us significant security information.

g. Reinvestigation of persons serving PCS at overseas posts will be pended until their return to the United States.

h. After completion of the investigation and polygraph examination, the case will be appraised. After the appraisal, the case either will be pended for reinvestigation later or appropriate security action taken. 25X1A


3. The personnel and cost requirements for the above reinvestigation program have been analyzed as follows:

a. Personnel

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25X1A

<u>Division</u>	<u>Professional</u>	<u>Clerical</u>
Security Research Division	0	1 GS-4
Personnel Security Division	1 GS-13	2 GS-5
	1 GS-12	
	1 GS-11	
 Division	2 GS-12	1 GS-4
Security Support Division	3 GS-11	1 GS-4
	8 Professionals	5 Clericals

**b. Cost:**

The reinvestigation program is estimated to cost \$100,000 per year exclusive of employee interview time.

4. It is recommended that the above reinvestigation program be approved and that the Office of Security Table of Organization be adjusted by the increase of personnel as indicated above.

*/s/*  
SHEFFIELD EDWARDS  
Director of Security

CONCURRENCE:

\*

*/s/*  
Deputy Director (Support)

*15 December 1960*  
Date

The recommendation in paragraph 4 is approved  
\*I concur in the program. However, I anticipate that during the next 12 to 18 months it will be possible for the Office of Security to make sufficient personnel reductions to offset the requested increase, and, since about 75% of the cost is for salaries Security should also be able to absorb most of the cost.

*as amended by [signature]*  
Date  
2 FEB 1961

SIGNED

C. P. CABELL  
General, USAF  
Deputy Director of Central Intelligence

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*Charge made per telephone call from O/DCI 2/6/61*